

**BY ORDER OF THE COMMANDER  
HILL AIR FORCE BASE (AFMC)**



**AIR FORCE INSTRUCTION 48-116  
Hill AIR FORCE BASE  
Supplement 1  
28 MAY 1998**

*Aerospace Medicine*

**FOOD SAFETY PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the OO-ALC WWW site at: <http://hafb.hill.af.mil/scsweb/pdl/pubs.htm>. Personnel without access to digital media may contact the Base Publishing Manager, (75 CS/SCSP), DSN 777-3658.

---

OPR: 75 AMDS/SGPM(Lt Col R. N. Miller)  
Superseded OO-ALC-HAFB Regulation 161-5, 1 June 1990

Certified by: 75 AMDS/SGPM  
(Lt Col R. N. Miller)  
Pages: 12  
Distribution: F

---

**SUMMARY OF REVISIONS**

This is the first issuance of AFI 48-116, OO-ALC-HAFB Supplement 1; this publication deleted the requirement for food handler certification; and implements the Hazard Analysis Critical Control Point (HAACP).

**AFI 48-116, 19 July 1994, is supplemented as follows:**

1.2.1. **(Added)** Procedures for approval of food source.

1.2.1.1. Purveyors of food and drink items who propose deliveries to Services (75 SPTG/SV) and (AAFES) food serving activities on Hill AFB and are not on the approved source directory must make written application to the contracting or procurement officer to which they desire to sell the product for an initial medical sanitary evaluation.

1.2.1.2. For procurement through Contracting Directorate (OO-ALC/PK), the application should be sent to the Public Health Flight (75 AMDS/SGPM) with a courtesy copy to the OO-ALC/PK).

1.2.1.3. For Services and AAFES activities, the contracting or procurement officer receiving the request will review it to determine whether a need exists for the product and if the firm is otherwise eligible.

1.2.1.4. For OO-ALC/PK, the officer receiving a copy of the request will review it to determine that a contract exists with the company for the product. 75 AMDS/SGPM will advise the contract

on how to find currently approved sources if available. Disagreements between 75 AMDS/SGPM and contracts as to whether currently approved sources are available shall be referred to the contacting officer.

1.2.1.5. If the request is to deliver subsistence items to a single military installation, the request for initial medical sanitary evaluation will be forwarded to the 75<sup>th</sup> Aerospace Medicine Squadron Commander, attention 75<sup>th</sup> AMDS/SGPM.

1.2.1.6. If the vendor plans to deliver to multiple installations, the request will be forwarded by the contracting officer to the United States Army Health Services Command with a request for an initial sanitary evaluation of the establishment involved.

1.2.1.7. If upon completion of a sanitary inspection, the establishment meets sanitary requirements, the name of the purveyor's firm will be added to the appropriate approved source list for all items the establishment is capable of supplying.

1.4. Tenth Bullet (Added). Each facility manager will develop a training plan which addresses how and when initial and continuous food safety training will be conducted. This will include basic food safety principles based on the FDA Food Code and incorporation of HACCP and its principles and prevention philosophy. Documentation of training sessions will also be addressed within the facility-training plan. Documentation should consist of an outline of topics covered, test and test results for each person, and an attendance roster. Each facility-training plan will be approved by Public Health.

2. Fifth Bullet (Added). All proposed base subsistence contracts will be coordinated with the Chief of Public Health. After finalization, one copy of all base subsistence contracts and any amendments or modifications will be furnished to 75th AMDS/SGPM. Any vendor delivering perishable food items must also furnish 75th AMDS/SGPM with a letter explaining product coding and shelf life information.

**5. Temporary Food Facilities (Added)** Facilities intended to operate intermittently for a limited time, such as sporting events, carnivals, base open houses, Armed Forces day activities, organizational (profit generating) fund raisers, and school functions) must coordinate with 75th AMDS/SGPM, Services Commander (75th SPTG/SV), and the Wing Commander (75th ABW/CC). A form memorandum using the format in Attachment 3 requesting approval will be used. The form memorandum letter should include the dates of the event and what foods will be served at the event. This form memorandum letter will be coordinated as soon as possible but no later than five days before the scheduled opening event. 75th AMDS/SGPM will give representatives an information letter (See Attachment 4) which needs to be read and signed by all personnel who will be working in the food booth. This form memorandum letter will then be posted at the temporary food facility. After 75th AMDS/SGPM approval, the form memorandum letter will be forwarded to 75th SPTG/SV and then to 75th ABW/CC for final approval. If such facilities cannot comply with all requirements of the Public Health information letter they may be permitted to operate with restrictions on types of foods served and on methods of preparation and handling to adequately protect consumers. A representative of 75th AMDS/SGPM may conduct an evaluation of the facility to determine that restrictions are being complied with.

5.2. Food procured for special organizational events (those not routinely operational or scheduled) sponsored solely for the morale of and the attendance of the organization's members is not required to originate from approved sources or be evaluated by Public Health. These events are not open to or attended by the public and will not be commercial or profit generating activities. The safe operation of these events is the responsibility of the organization commander.

## **6. Contamination Prevention (Added)**

6.1. Delivery vehicles. All food and drink delivered to Hill AFB will be properly boxed, coded, securely wrapped or contained, and transported in a covered vehicle in a sanitary manner. Meat, dairy products, and other perishable foods will be delivered in a closed, refrigerated vehicle. Food and drink will be properly stacked inside the delivery vehicle in order to prevent damage.

6.2. Storage and Handling. Food and drink received, stored, issued, transported, or sold on Hill AFB will be handled in such a manner as to protect it from contamination and to ensure wholesomeness. It will be protected from sunlight, heat, dust, insects, rodents, and other damaging or contaminating agents.

**7. Public Health Samples (Added)** 75th AMDS/SGPM reserves the right to draw samples for wholesomeness or quality verification inspection; that is, temperatures, keeping quality, or organoleptic or microbiologic testing. Samples will be drawn at the contractor's expense, except in cases where the items are already government owned. 75th AMDS/SGPM will document all samples utilizing DD Form 1222, **Request For and Results of Tests**.

## **8. HACCP Implementation (Added)**

8.1. Flow diagram. As a part of the HACCP program, each facility will develop a flow diagram for the facility. This diagram will include all processes and the CCPs for each process. An example flow diagram is included as Attachment 5.

8.2. Monitoring CCPs. The HACCP Monitoring Procedure Report (Attachment 6) will be used each serving period or shift change for small facilities to monitor CCPs.

8.3. Record Keeping:

8.3.1. Completed HACCP Monitoring Procedure Reports will be maintained by each facility until the next 75 AMDS/SGPM evaluation.

8.3.2. Facility managers verify each report and sign at the bottom of the report. This ensures that facility managers are monitoring corrective actions and that their HACCP program is working.

8.3.3. All reports for the evaluation period will be made available to 75 AMDS/SGPM during their evaluation. Failure to maintain or provide these forms will result in an unsatisfactory rating.

8.4. Inclusion of CCPs in recipes. The most effective way to insure CCPs are monitored is to

include the CCPs in recipes. For example: Cook beef roast at 350°F until the internal temperature reaches 130°F. This temperature must be maintained for at least 121 minutes.

## **9. Training and Knowledge (Added)**

9.1. Each facility manager will develop a training plan, which incorporates HACCP and its principles. The guidance in paragraphs 5.5.2 and 7.5.3 of this supplement should be used in developing a training plan.

9.2. Focus and objective:

9.2.1. Training and knowledge are very important in making HACCP successful. HACCP works best when it is integrated into each employee's normal duties rather than added as something extra.

9.2.2. The level and amount of training will depend on the particular employee's responsibilities. Facility managers and supervisors will need a deeper understanding of HACCP because they are responsible for monitoring CCP's and verifying the HACCP program. The training plan should be specific to the facilities operation rather than a broad application of HACCP.

9.2.3. Employee's training should provide an overview of HACCP's principles and prevention philosophy while focusing on the specifics of an employee's duties. Those employee's charged with monitoring CCP's and recording results/corrective action will require more knowledge than others. The CCPs that apply to the processes, in which an employee is involved, such as proper handwashing or the use of recipes with CCP criteria included, should be included in the training.

9.2.4. For all employees, the training goal should be to make the employee proficient in the specific tasks the HACCP program requires them to perform. This includes the ability to determine what corrective action should be taken when criteria are not met.

9.3. Continuous training. Continuous training is needed for continued motivation of food employees. Some methods, which may be effective, are:

9.3.1. A commercially developed video training program on HACCP.

9.3.2. Placing and routinely changing HACCP CCP criteria reminders such as **HANDWASHING PAYS BIG DIVIDENDS** on employee time cards, in their pay envelopes, or on their checks.

9.3.4. Work station reminders on how and when to take temperatures, properly rotate foods, etc.

9.4. The training plan should be reviewed frequently to ensure all needs are being met. The plan should also include a method for employees to suggest what additional training may be needed. All employees should be made part of the continuous food safety improvement process. This helps maintain their awareness and involvement in the importance of each job to the safety of the food being prepared and served.

**10. HACCP Program Verification (Added)** Facility Manager Verification. Using the HACCP Monitoring Procedure Report the facility manager will verify the HACCP program is operating as designed at least weekly. This verification will include:

10.1.1. A review of CCP monitoring records.

10.1.2. A review of deviations from CCP criteria and the corrective actions taken.

10.1.3. Visual evaluation of individual processes to ensure employee's understand their role in HACCP.

10.1.4. Periodic checks of CCPs to verify information being provided by the CCP monitor.

10.2. Public Health Verification. Public Health will verify the facility HACCP Program during routine evaluations at the frequency determined by the Aerospace Medicine Council. This verification evaluation will include:

10.2.1. Review of HACCP monitoring procedure report.

10.2.2. Review of deviations from CCP criteria and the correction action taken.

10.2.3. Visual evaluation of individual processes to ensure employee's understand their role in HACCP.

10.2.4. Periodic checks of CCPs to verify information being provided by the CCP monitor.

10.2.5. Review of facility manager's written verification evaluation.

10.2.6. Review of training records.

**11. Payment for Subsistence Items. (Added)** The DOD inspection stamp will identify inspected and passed food and drink. All invoices and bills for purchase of food and drink will be presented at the time of inspection and if the food and drink is accepted for use, the bills or invoices will be stamped with the DOD Destination Acceptance Stamp by a medical food inspector from 75<sup>th</sup> AMDS/SGPM. Facilities may accept food shipments if a medical inspector is not available.

**12. Violations. (Added)** The Public Health Officer will report any violation of this supplement in writing, through channels, to the 75<sup>th</sup> ABW/CC.

#### **Attachment 1, Terms (Added)**

**APPROVED SOURCES**—All activities purchasing food or drink will purchase such food and drink from establishments which have passed a sanitary inspection by the Army Veterinary Service (HSGH-VSH) and are listed in the United States Health Service Command Directory of Sanitarily Approved Food Establishments or in any other approved source list maintained by

Public Health, 75th AMDS/SGPM.

**CORRECTIVE ACTION**—Specified, prompt action(s) taken when criteria are not met.

**CRITERIA**—Specified limits or characteristics of a physical (e.g. time/temperature), chemical (e.g. amount of salt), or biological nature (e.g. sensory or microbiological). Criteria must be specified for each CCP.

**CRITICAL CONTROL POINT (CCP)** —An operation (practice, procedure, process, or location) at which preventive or control measures can be used that will eliminate, prevent, or reduce a hazard or several hazards.

**DRINK**—Refers to all beverages including soft drinks and bottled water, but excludes alcoholic beverages.

**FOOD**—Refers to all edible substances consumed by humans. This term also includes ice.

**FOOD FACILITY**—Refers to buildings, equipment, and vehicles (including aircraft galleys, vending machines, and mobile food trucks) used to manufacture, process, handle, assemble, store, freeze, or transport foods.

**FOOD SERVICE WORKER**—Refers to any person who works where unsealed food or drink is handled, processed, prepared, or served and who touches food or food contact surfaces in any way, except as a consumer or purchaser. This includes both military and civilians whether they are direct employees, contract personnel, or volunteers.

**LOCALLY APPROVED SOURCES**— Locally approved sources are foods produced at local food establishments. Persons wishing to procure foods from a local source will coordinate with Public Health for medical inspection and possible addition to the locally approved source list.

**MONITORING**—Checking that a process or handling procedure at each CCP meets the criteria.

**VERIFICATION**—Review of all aspects of HACCP to ensure that the process is in place and is functioning as planned.

JOHN A. REYBURN, Jr., Colonel, USAF, MC, CFS,  
Commander, 75 MDG

**Attachment 3 (ADDED)**

**REQUEST FOR APPROVAL OF FUND RAISING  
ACTIVITY LETTER FORMAT**

MEMORANDUM FOR 75 AMDS/SGPM  
75 SPTG/SV  
75 ABW/CC  
IN TURN

FROM: (Squadron/Organization)

SUBJECT: Request for Approval of Fund Raising Activity

1. The (name of Squadron Organization/Group) wishes to hold a fund raising event at (location) on (Date(s)). The following food items will be sold at the event.

(All Food Items Sold)

2. Our point of contact for this event is (Rank/Name) at (Phone). Request approval by 75<sup>th</sup> AMDS/SGPM and 75th ABW/CC for this event.

1st Ind, 75th AMDS/SGPM  
(Name and Title of Squadron Commander)  
(Date)

MEMORANDUM FOR (Your Squadron/Organization)  
Approved/disapproved

(75th AMDS/SGPM Signature Block)

2nd Ind, 75 ABW/CC

MEMORANDUM FOR (Your Squadron/Organization)

Approved/disapproved

(75th ABW/CC Signature Block)

## **Attachment 4 (Added)**

### **SANITATION RULES FOR BOOTHS SELLING OPEN FOOD**

A4.1. Provide refrigeration to store cold foods. **Cold foods must be kept at 40°F (5C) or below.** Ice chests or mechanical refrigerators are acceptable as long as opened food does not come in direct contact with ice.

A4.2. Provide potable water for handwashing and washing utensils. Change rinse water frequently.

A4.3. Make all prepared foods (except baked goods) at your booth. Foods must be made from fresh ingredients and used within a short period of time (4 hours). Leftovers will not be used. These items must be discarded if not served on the day they were prepared.

A4.4. Hot foods must be kept above 140°F (60C) at all times.

A4.5. A Clorox solution (2 teaspoons of liquid bleach per 1 gallon of water) will be used for sanitizing utensils and counter tops. Cloths used for wiping counter tops will be kept in a chlorine solution when not in use.

A4.6. All food handlers will be in good health, wear clean clothing that covers armpits, and some type of head cover that will prevent hair from falling into the food. A person with cuts and sores, wearing bandages, etc. will not be allowed to work.

A4.7. All foods must be stored off the ground.

A4.8. Fill pans no deeper than 3 inches when storing hot and cold foods. Exceptions are soda, fruit juice, beer, etc.

A4.9. Booths will be free of trash and debris. All trash will be kept in closed garbage cans and dumpsters. Booth trash cans must be emptied frequently or as needed.

A4.10. Only disposable (single serve) dishware and utensils will be used to serve customers.

A4.11. Ice for consumption must be from an approved source.

A4.12. **NO SMOKING, EATING, OR DRINKING** in food preparation area.

### **IMPORTANT**

\*\*\*Hot foods must be 140F (60C) and cold foods must be below 40F (5C) at all times.



\*\*\*Leftover foods will not served.

\*\*\*All workers will read these rules and sign on the back of this letter.

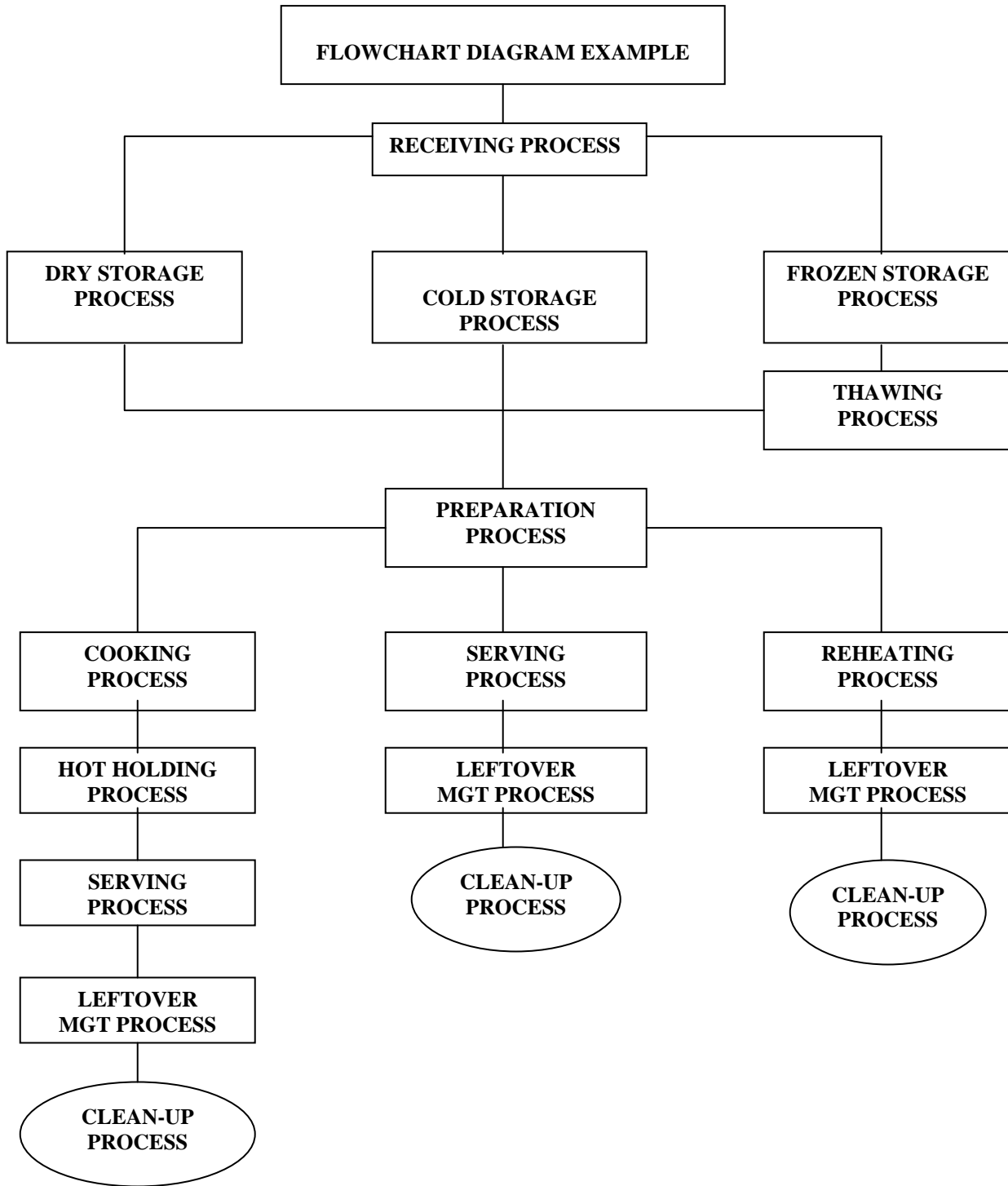
**These rules and booth licenses must be posted in the booth at all times.**

**FOOD BOOTH EMPLOYEES**

NAME	SIGNATURE
1. John Doe	
2. Jane Doe	
3.	
4.	
5.	
6.	
7.	
8.	

**Attachment 5 (Added)**

**FLOW CHART**



## Attachment 6 (Added)

### HAZARD ANALYSIS CRITERIA CONTROL POINT (CCP) MONITORING PROCEDURE REPORT

ALL PURPOSE CHECKLIST		PAGE	OF	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA HAZARD ANALYSIS CRITICAL CONTROL POINT MONITORING PROCEDURE REPORT		OPR	DATE	
NO.	ITEM <small>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</small>	YES	NO	NA
1.	<b>RECEIVING (CCP):</b> Monitoring Criteria: Approved Source: PH Stamp; Shellfish type Temperature > 140° F, 41-28° F, <10° F Condition of products (dents, swellings, torn bags) Deliveries: Vendor/Products Results			
2.	<b>STORAGE (CCP):</b> Monitoring Criteria: Rotation Raw/Cooked/Separated in storage Rodent/Insect Infestation Results: Temperature 41-28° F <10° F			
3.	<b>THAWING (CCP):</b> Monitoring Criteria: Arrangement: Beef Pork Chicken Item/Results: Temperature: 41-28° F Item/Results: Emergency: Surface <41° F Item/Results: Running Water: 70° F			
4.	<b>PROCESSING PRIOR TO COOKING (CCP):</b> Monitoring Criteria: Cold potentially hazardous food at temperature less than or equal to 41° F Item/Results: Hot potentially hazardous food at temperature more than or equal to 140° F Item/Results: Prevent contamination by: Ill workers not working Workers hands not touching ready to eat foods Workers not wearing jewelry (exclude plain wedding band) Equipment and utensils clean and sanitized Results: Sanitizing solution: 100 PPM 10 seconds			
5.	<b>COOKING TIME AND TEMPERATURE (CCP):</b> Monitoring Criteria: >165° F/15 sec - Poultry >150° F/1min - Pork >145° F/15 sec - Beef >130° F/121 min - Beef (roasts) >155° F/15 sec - Beef (ground) >165° F/15 sec - Leftover foods Food Items: Time/Temperature			
6.	<b>HOT HOLDING (CCP):</b> Monitoring Criteria: Food temperature at thickest part more than or equal to 140 degrees F Item: Time/Temperature			

		PAGE	OF	PAGES
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>	YES	NO	NA
7.	<b>COOLING/LEFTOVER MANAGEMENT (CCP):</b> Monitoring Criteria: Food 120° F in 2 hours; 70° F to 41 F in 2 additional hours by one of the following methods: Check all that apply: Product depth less than or equal to 4" Ice water bath or stirring Solid piece less than or equal to 6 lbs. Rapid chill refrigeration Item: Time/Temperature			
8.	<b>REHEATING (CCP):</b> Monitoring Criteria: Food temperature at thickest part more than or equal to 165°F 15 sec Results: Discard after <7 days old			
9.	<b>CLEAN UP/MANUAL DISHWASHING (CCP):</b> Monitoring Criteria: Temperature: Hot water >170°F Chemical 70-120°F Time: Hot water: 30 sec Chemical: 10 sec Sanitization: 100 PPM chlorine solution Technique: Clean water Air dry			
10.	<b>CLEAN UP/AUTOMATIC DISHWASHER (CCP):</b> Monitoring Criteria: Multi-tank: 180°F (gauge) 161°F (plate surface) Single Tank: 165°F Technique: Clean water Air dry			
11.	<b>CLEAN UP/TABLES &amp; LARGE EQUIPMENT (CCP):</b> Monitoring Criteria: Time: Within 4 hours Sanitization: 100 PPM for 10 sec Results			
12.	<b>ACTION</b> (the action blocks should be completed on any CCPs not meeting the criteria).			
HAACP VERIFICATION		SIGNATURE/DATE		